Registering into the Information Assurance Workforce Database

1. Per R 091240Z FEB 06 COMNAVNETWARCOM NORFOLK VA,NNWC HAS DEVELOPED A WEB ENABLED DATA COLLECTION TOOL TO IDENTIFY NAVY (IAWF) PERSONNEL AND BILLETS. A SECURE, WEB ENABLED, IAWF DATA COLLECTION TOOL IS LOCATED AT:

> HTTPS://EKM.NETWARCOM.NAVY.MIL/INFO_ASSURANCE/INDEX.ASP

ACCURATE DATA COLLECTION WILL ALLOW DON CIO TO CORRECTLY POM FOR AND ALLOCATE RESOURCES TO ENSURE A TRAINED AND CERTIFIED WORKFORCE.

2. ACTION:

    A. EACH COMMAND LEAD IAM MUST BE REGISTERED IN THE IAM LOCATOR REGISTRY (WAS TO BE COMPLETED NLT 31 AUG 2005).

    B. ECHELON II COMMANDS ARE TO VALIDATE EXISTING LEAD IAM DATA IN THE IAM LOCATOR TO ENSURE THEIR SUBORDINATE COMMANDS UPDATED THE IAM LOCATOR, IF REQUIRED, (WAS TO BE COMPLETED NLT 15 FEB 2006). VALIDATE AT:

> HTTPS://INFOSEC.NAVY.MIL/PUB/DOCS/DOCUMENTS/NETWARCOM/NETWARCOM_ISSM/NAVY_WIDE_IAM-ISSM_LIST_012006.XLS

    c. FOR THOSE IAMS STILL NEEDING TO ACCOMPLISH THIS REQUIREMENT, VISIT THE FOLLOWING WEBSITE:

- HTTPS://INFOSEC.NAVY.MIL
- SELECT DOCUMENTATION,
- SELECT NETWARCOM,
- SELECT NETWARCOM TEMPLATES,
- SELECT THE IAM APPOINTMENT SAMPLE DOC LINK,
- COMPLETE THE DOCUMENT AND
- EMAIL SIGNED FORM TO NNWC UNDERSCORE ODAA AT NAVY.MIL.

    NNWC WILL USE E-MAIL INFORMATION FOUND IN THE IAM LOCATOR LIST TO FORWARD PROCESS INSTRUCTIONS AND A PASSWORD FOR THE SECURE WEB ENABLED REPORTING DATABASE. EACH LOCAL COMMAND LEAD IAM WILL BE RESPONSIBLE FOR USING THE TOOL TO ENTER REQUIRED DATA FOR THEIR COMMAND PERSONNEL PERFORMING IA FUNCTIONS.

3. IT IS UNDERSTOOD THAT PERSONNEL CURRENTLY PERFORMING IA/CND FUNCTIONS MAY NOT BE DEDICATED 100 PERCENT TO THOSE FUNCTIONS. FOR COMMANDS WITH CTN RATING PERSONNEL: MEMBERS CONDUCTING COMPUTER NETWORK DEFENSE (CND)…THAT MEET THE CRITERIA DEFINED IN THE REFERENCES AVAILABLE ON DATA COLLECTION TOOL WEBSITE… ARE INCLUDED IN THE IAWF DATA COLLECTION EFFORT.

E. COMMAND IAMS ARE TO COMPLETE IDENTIFICATION AND DATA INPUT OF THEIR ENTIRE IA/CND WORKFORCE (WAS TO BE COMPLETED NLT 30 APR 2006). COMPLETION OF THIS TASK WILL REQUIRE COMMAND IAMS TO REGISTER WITH NNWC AND TO WORK CLOSELY WITH THEIR INDIVIDUAL MANPOWER OFFICES IN ORDER TO ENTER DATA CONCERNING IAWF PERSONNEL AT THEIR INDIVIDUAL COMMANDS I.E. BIN, PARENTHETICAL DESIGNATIONS FOR CIVILIANS, PROJECTED ROTATION

DATES.

4. PENDING FORMAL MANPOWER/PERSONNEL DATA ELEMENT CODE CHANGES,
COMMANDS ARE TO ENSURE ALL IA/CND WORKFORCE POSITIONS AND PERSONNEL
ARE IDENTIFIED AND TRACKED VIA THIS PROCESS. THIS PROCEDURE ALLOWS
ECHELON II COMMANDS TO MAINTAIN APPROPRIATE MANPOWER, PERSONNEL AND
TRAINING RECORDS BY LAW AND IS AN INTERIM PROCESS THAT WILL
WITHSTAND FUTURE IG INSPECTION OR AUDIT UNTIL DOD MANPOWER AND
PERSONNEL DATABASES ARE UPDATED.